

NOTICE

Destroy page 9 and Figure 1 of  dated 5 April 1954 and substitute the attached CHANGE 2 dated 10 August 1954. The only changes are in Figure 1 which has been revised to reflect the current organizational structure of the Logistics Office.

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REGULATION

CHANGE 2

ORGANIZATION  
10 August 1954**LOGISTICS OFFICE****15. MISSION**

The Chief of Logistics is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs; for the coordination and compilation of forecasts of requirements for Agency logistical support; and for providing selected administrative services for the Agency.

**16. FUNCTIONS**

The Chief of Logistics shall:

- a. Develop, recommend, and implement programs, policies, and procedures for the logistical support of all CIA activities.
- b. Procure, or provide, technical guidance as necessary for the procurement of services, and materials and supplies determined necessary for Agency activities, directly or by contract, from commercial, military, and other Government sources.
- c. Negotiate, with officials of other Government organizations, agreements to ensure that CIA logistical requirements are met on a timely basis.
- d. Provide [ ] technical guidance for operation of overseas facilities, for receiving, inspecting, warehousing, packing, issuing, and disposing of supplies and equipment.
- e. Arrange for the transportation of personnel, equipment, property, and supplies; and provide headquarters motor pool service.
- f. Provide for the maintenance and servicing of all Agency vehicles in the metropolitan area of Washington, D. C.
- g. Perform necessary coordination and compile requirements for equipment and supplies essential for Agency operations, including the development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements.
- h. Provide for the design and construction of office space, warehousing, living quarters, communications, [ ] and utilities such as power installations, sewer and water systems, heating and air conditioning, and refrigeration; acquire real estate, improved or unimproved, by purchase or otherwise; and determine space requirements and effect space procurement, planning and allocation on a worldwide basis. Provide building maintenance, moving, and telephone service to meet the needs of the Agency within the metropolitan area of Washington, D. C.
- i. Assume, on behalf of the Director of Central Intelligence, accountability of and responsibility for Agency supplies, equipment, and real estate.
- j. Develop and implement regulations and procedures pertaining to an integrated Agency stock-accounting system.
- k. Coordinate all phases of logistical support and assist as required in the preparation of logistical annexes for operational plans.
  1. Provide reproduction and printing service.
- m. Maintain the headquarters mail and courier service.

**17. ORGANIZATION**

See organization chart, Figure 4.

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REGULATION

ORGANIZATION  
10 August 1954

LOGISTICS OFFICE

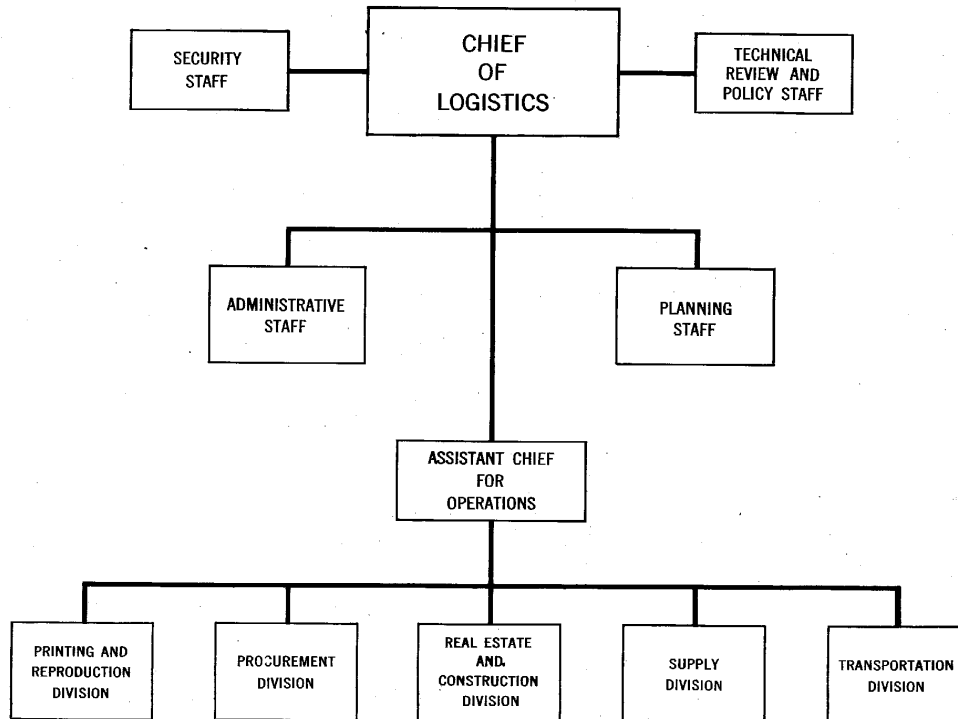


Figure 4

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Approved For Release 2002/08/06 : CIA-RDP78-04718A001300300030-3

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